

## **SUNSHINE REFORM TASK FORCE MEETING NOTES**

**Wednesday, June 14, 2006  
5:00pm – 7:00pm**

**City Hall W-120**

**Present:** Ken Podgorsek, United Neighborhoods of SCC; Ed Rast, Strong Neighborhoods Initiative PAC; Nanci Williams, San Jose/Silicon Valley Chamber of Commerce; Dan Pulcrano, Silicon Valley Leadership Group; Bobbie Fischler, League of Women Voters; Phaedra Ellis-Lamkins, South Bay Labor Council; Susan Goldberg, San Jose Mercury News; Judy Nadler, Markkula Center for Applied Ethics; Dave Zenker, Falls Creek Neighborhood Assoc.; Virginia Holtz, Willow Glen Neighborhood Assoc.; Joan Rivas-Cosby, Five Wounds/Brookwood Terrace Neighborhood Advisory Committee; Blanca Alvarado, Former Councilmember/Current Member of the Board of Supervisors; Clark Williams, Appeals Hearing Board, Karl Hoffower, Citizens Commission on Human Rights; Brenda Otey, At-Large Representative.

**Absent:** None

**Staff:** Lee Price, City Clerk; Sandy Lee, City Attorney; Dan McFadden, Interim Deputy City Manager; Tom Manheim, Public Outreach Manager; Sheila Tucker, City Manager's Office; Eva Terrazas, City Manager's Office/Redevelopment Agency,

**Legal Counsel:** Edward Davis, Attorney, Orrick Law Firm

*Click on the hyperlinks below to view graphic minutes from the meeting.*

**I. Welcome**

Interim City Manager Les White welcomed Task Force members, introduced staff, and provided opening remarks.

**II. [Agenda Review, Roles, Rules, and Outcomes](#)**

The Task Force discussed the following:

- A. The process for public testimony. For the initial meeting it was proposed that any member of the public that would like to speak fill out a yellow speaker card. The public comment period was held at the end of the meeting with each speaker having 2 minutes to provide oral testimony to the Task Force. It was proposed that future meetings include a public comment period at the end of each agenda item prior to action on any item.

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- B. The anticipated outcomes of the meeting: 1) begin formation of Task Force by agreeing on the purpose, roles and rules; introduce Task Force members and supporting staff; develop a preliminary meeting schedule; consider other logistical and administrative issues, and hear public comment.
- C. The role of the facilitator and the decision to engage Tom Benthin of *The Grove Consulting International*. The City contracted with Mr. Benthin to facilitate the first four meetings of the Task Force. At the completion of this work, the Task Force will determine whether to continue with Mr. Benthin's services.
- D. The meeting rules: listen to hear and avoid interruptions; stay curious and open to the perspectives of others; share reasons behind questions and statements; focus on underlying needs rather than solutions, and; relax and enjoy.

### III. [Introductions](#)

Task Force members described what success looked like for them and what they brought to the process.

### IV. Meeting Logistics & Administration

- A. The Task Force discussed agenda organization, timing of documents and meeting information, means of reviewing proposal implementation status, accommodations for non-English speakers, disseminating responses by staff to inquiries from the Task Force and interested public, selecting a chairperson, and attendance e.g., process for identifying alternates and replacements. [Click here for items noted for further discussion.](#)
- B. Inquiries should be directed to Sheila Tucker at 408-535-8115 or [sheila.tucker@sanjoseca.gov](mailto:sheila.tucker@sanjoseca.gov)

**Action Item:** *Provide contact list for Task Force members and staff.*

**Action Item:** *Determine whether the Task Force meetings can be web streamed.*

### V. [Review of Council Directive](#)

The Task Force directive is to review the proposals forwarded by the City Council, as well as any additional proposals that the Task Force deems appropriate, and make recommendations to the City Council regarding their adoption and implementation. Task Force members provided observations and ideas for managing a plan to complete its work including the following:

- A. Categorize proposals and conduct two study sessions per category e.g., public participation, public documents, government accountability and ethics;

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- B. Utilize subcommittees to address different areas of work;.
- C. Begin with the original body of work, identify principles, and build on the foundation;
- D. Set a deadline after which no additional proposals or referrals will be added to the work program.
- E. Look towards the future; evaluate other models nationwide.

**Action Item:** *Provide the staff report with the original Council Directive to Task Force members.*

**Action Item:** *Provide link on the City's web-site to Sunshine Ordinances from other cities (local and national).*

#### VI. [Next Meeting/Ongoing Meeting Schedule](#)

The tentative on-going meeting schedule for the Task Force is the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of every month, from 6:00 p.m. to 8:00 p.m. The next meeting will be held on July 6, 2006. It was suggested that the Task Force consider conducting longer meetings initially, or a "super" meeting to jump start the work.

#### VII. [Public Comment](#)

- A. David Parker, Resident - As a former member of San Francisco's Sunshine Reform Task Force and a strong advocate of Sunshine in local government, Mr. Parker suggested the Task Force consider the following:
  - 1. Provide a 72 hour notice for all meetings (including agenda topics and all meeting materials on file with the Office of the City Clerk or online).
  - 2. Prohibit all seriatim meetings, including telephone, electronic communications, 3<sup>rd</sup> parties, etc.
  - 3. Prohibit any direct communication from the Mayor or City Council to the Task Force or its members.
  - 4. Record and post on-line the audio and video of all meetings and allow access by members of the public.
  - 5. Allow public comment after each agenda item, and general public comment for items not on the agenda. Increase public comment to 3 minutes.
  - 6. Provide for the request of interpreters, of any language, for meetings provided 48 hours notice is given to the Office of the City Clerk.

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- B. Sanjeev Bery, San Jose Director of the ACLU, Northern CA distributed his business cards and invited Task Force members to contact him to discuss ACLU's interest in Sunshine issues.
- C. Pete Furman, Resident and Board Member of the Neighborhood Association, encouraged Task Force members to study every open process, new and old, and those reform proposals previously rejected by the Council.

### **VIII. Meeting Adjourned**

The meeting adjourned at 7:10 p.m.